



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

CITY OF MARKESAN COMMON COUNCIL

Markesan City Hall

AGENDA

December 10, 2019

7:00 p.m.

1. Preliminaries
 - 1.1. Call to Order
 - 1.2. Roll Call by the Clerk-Treasurer
 - 1.3. Citizen's Comments
2. Approval & Review of Minutes, Reports, & Correspondence
 - 2.1. Approve Common Council Minutes – November 12, 2019
 - 2.2. November Police Report & Schedule
 - 2.3. Public Property & Health Minutes – December 3, 2019
 - 2.4. Finance Personnel & Safety Minutes – December 3, 2019
 - 2.5. Streets, Buildings & Utilities Minutes – December 3, 2019
 - 2.6. November Library Director's Report and Markesan Library Board Minutes – November 21, 2019
3. Approval of Claims:
 - 3.1. City Checks #35635-35671, Electronic Payments #EFT 0938-0952 Direct Deposits #3261-3312, and Utility Checks #12463-12480
 - 3.2. File Treasurer's Report for Audit
4. New Business
 - 4.1. Discussion and Approval of 2019 Employee Year End Gifts - Full-time and regular Part-time employees get \$75.00, Part-time employees get \$25.00, Part-time Police Officers get \$30.00, and Substitute Crossing Guards get \$15.00
 - 4.2. Discussion and Action on EMC Property and Liability Insurance Renewal for 2020
 - 4.3. Discussion and Action Johnson Block Audit Contract
 - 4.4. Discussion and Approval of the Intergovernmental Agreement for the Village of North Fond du Lac to Provide Municipal Court Services
 - 4.5. Discussion and Approval of Ordinance No. 253 for Establishing the Municipal Court
 - 4.6. Discussion and Approval of ECT Invoice for \$1,275.00 for WWTP
 - 4.7. Discussion and Action Emergency Management Annual Christmas Party not to exceed \$500.00 with no alcohol
 - 4.8. Discussion and Action Emergency Management Annual Member Payments: Members total of \$1200, Director- \$600, and Assistant Director- \$400
 - 4.9. Appoint 2020-2021 Election Inspectors
 - 4.10. Approval of Operator's Licenses for the period ending 6/30/20: Carissa Stewart
5. Old Business
6. Schedule Future Meetings and Agenda Items
7. Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

CITY OF MARKESAN COMMON COUNCIL

November 12, 2019

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Mayor Slate at 7:00 pm.
- 1.2 Present were Mayor Slate, Ald. Abendroth (arrived at 7:11 pm), Ald. Henke, Ald. Bieszki, Ald. Thiem, Ald. Triemstra, Ald. Kazda and Clerk-Treasurer Amend. Also present was Susan and Ron Kelm, Roger Matthews and Chief Pflum.
- 1.3 No Citizen's comments

2. Approval & Review of Minutes, Reports & Correspondence

- 2.1 After review, motion Bieszki/Thiem to approve the October 8, 2019 Common Council minutes as presented; motion carried 5-0.
- 2.2-2.7 After review of all items, motion Triemstra/Kazda to approve the October Police Report & November Schedule, Streets, Building & Utilities minutes of November 5, 2019, Public Property & Health minutes of November 5, 2019, Finance, Personnel & Safety minutes of November 5, 2019, October Library's Director's Report and Markesan Library Board minutes of October 17, 2019, and Planning Commission Minutes from October 17, 2019; motion carried 5-0.

3. Approval of Claims:

- 3.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Abendroth/Triemstra to approve the following vouchers as presented: City Checks #35586-35634, Electronic Payments #EFT 0916-0937, and Direct Deposits #3207-3260 in the amount of \$116,130.30, and Utility Checks #12439-12462 in the amount of \$78,487.92; motion carried 5-0 on a roll call vote.
- 3.2 After review, by consensus the October 2019 Treasurer's Report was filed for audit.

4. New Business

- 4.1 After presentation from property owners of 410 S. Bridge Street and discussion, motion Bieszki/Triemstra to move this to December Public Property meeting and requested the property owners bring a maintenance plan and timetable to the meeting; motion carried 5-0.
- 4.2 After discussion on 309 E. Main Street property, motion Bieszki/Henke to have owner (name on deed) attend the December Public Property meeting. The City can only work with the owner of this property to remedy the issues; motion carried 5-0.
- 4.3 After discussion and consult with Attorney Sondalle, motion Henke/Abendroth to have Building Inspector from General Engineering do another summary inspection at 650 N. Margaret Street and present to next committee meeting; motion carried 6-0
- 4.4 Motion Triemstra/Bieszki to approve the Planning Commission recommendation to approve the Conditional Use Permit for Barbara Kissinger to convert old medical building to indoor storage facility at 1175 N. Margaret Street; motion carried on a roll call vote 6-0.
- 4.5 Motion Bieszki/Thiem to approve 2% salary increase for employees in 2020. Following discussion, motion Henke/Triemstra to amend the 2% motion to raise the salaries for employees for 2020 to 3%; motion carried 4-2 on a roll call vote.

Took recess to go into public hearing at 7:30 pm

2020 Budget Public Hearing: No citizen comments. Closed public hearing to go back to regular meeting at 7:01 pm

- 4.6 Following discussion, motion Henke/Kazda to approve amended Resolution to provide employee health insurance with Program 02 for State Health and Dental Insurance for 2020, employees to pay their own dental premiums and to discontinue HRA Program in 2020; Employer to pay maximum of 88% of health insurance plan for employees in 2020; motion carried 6-0 on a roll call vote.
- 4.7 Following discussion on no parking on East Manchester Street, Motion Abendroth/Kazda to have Mayor Slate to bring motion from last Council meeting off the table for amended Ordinance 251; motion carried 6-0. Motion Abendroth/Kazda to approve option 2 map from the Street committee meeting for no parking on East Manchester Street; motion failed 0-6 on a roll call vote. Motion Bieszki/Abendroth to approve

- option 1 map for no parking on East Manchester Street and waive the reading; motion carried 6-0 on a roll call vote.
- 4.8 Motion Abendroth/Kazda to approve WWTP invoice from ECT for \$1,275.00; motion carried 6-0 on a roll call vote.
- 4.9 Motion Bieszki/Henke to approve the Mobile Home Park License for period ending December 31, 2020 for Northern Development Group LLC; motion carried 6-0 on a roll call vote.
- 4.10 Motion Thiem/Triemstra to approve Operator Licenses for period ending 6/30/20 to Jennifer Marie Dirks and Sally Ann Spoentgen; motion carried 5-1.

5. Old Business

- 5.1 Motion Bieszki/Abendroth to amend the 2020 Budget from Finance committee. Following discussion, there will be an increase to the 2019 tax levy number to \$612,421 and decrease the fund balance to \$45,397.74. Resolution 05-2019 approved to have the 2019 Tax Levy be \$612,421 and have the 2020 Budget total expenditures be \$1,530,102.34; motion carried 5-1 on a roll call vote.

6. **Schedule Future Meetings and Agenda Items.** The following meetings were scheduled: Public Property & Health – December 3, 2019 at 6:30 pm at City Hall; Finance, Personnel & Safety –December 3, 2019 immediately following Public Property & Health meeting at City Hall; Streets, Buildings & Utilities – December 3, 2019 immediately following Finance, Personnel & Safety meeting; and Common Council – December 10, 2019, 7:00 pm at City Hall.

7. **Adjournment.** Motion Triemstra/Thiem to adjourn; carried 6-0. The meeting adjourned at 7:49 pm.

Respectfully submitted,

Elizabeth A. Amend, Clerk-Treasurer



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee
Presented on December 3, 2019

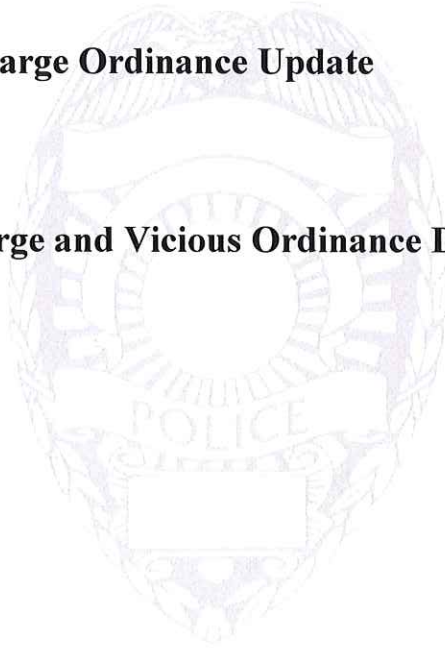
November 2019

Agenda:

Dog at Large Ordinance Update

Appendix:

1. Dog at Large and Vicious Ordinance Draft



Dog at Large/Vicious Dog Ordinance Update

Here is the updated proposed ordinance, City Attorney Dan Sondalle did look it over and made the needed corrections and changes that he saw in the draft.

Public Property and Health Committee Minutes
City Hall, Markesan, Wisconsin
December 3, 2019

Chairperson Henke asked to be excused and Mayor Slate was nominated to chair the meeting.

Meeting called to order at 6:30 pm by acting chairperson Mayor Slate with Roll Call by sign in.

It was noted that the agenda was set and posted legally before the meeting.

No Citizen's comments made at this time.

Motion to resend the violation notice to the new property owners of 309 E John Street by Abendroth/Triemstra. Motion carried.

Ron Kelm appeared for the discussion on 410 S Bridge Street. A motion to postpone action on 410 S Bridge Street to allow the property owner time to obtain funding by Slate/Triemstra. Motion carried.

The Park Preservation Project fell through. The Mayor will contact the County to see if they can help move the project forward.

No action taken on 650 North Margaret Street, because the property owner has not contacted the building inspector.

Motion to Adjourn by Triemstra/Abendroth. Motion carried and the meeting adjourned at 6:38pm.

Respectfully submitted by

A handwritten signature in black ink that reads "Rich Slate". The signature is written in a cursive, slightly stylized font.

Mayor Rich Slate, acting Chairperson

FINANCE, PERSONNEL & SAFETY

Markesan City Hall

December 3, 2019

Immediately following Public Property & Health Meeting

MINUTES

Call to Order- At 6:39 pm.

Roll Call- By Sign-In.

Citizen's Comments- None

Emergency Management Report

- Discussion and Approval of Payment to Emergency Management Members, Director and Assistant Director- Motion by Mayor Slate & 2nd by Ald. Triemstra to approve payment of members as requested. Motion passed.
- Discussion and Approval of Emergency Management Christmas Party- Motion by Mayor Slate & 2nd by Ald. Triemstra to approve \$500.00 for the Christmas Party with no alcohol. Motion passed.

Review and Approval of Vouchers Payable- Motion by Mayor Slate & 2nd by Ald. Bieszki to approve payment of Vouchers. Motion passed.

Police Report & Schedule- By Chief Pflum;

- Dog at Large/Dangerous Dog Ordinance- After discussion the committee and attorney will review for the January 2020 meeting.

New Business

- Discussion and Action on Mayor and Council Member Meeting Pay- After discussion, the committee decided to send the proposal to council for approval.
- Discussion and Action on 2019 Employee's Year End Bonus- Motion by Ald. Bieszki & 2nd by Ald. Abendroth to send to council the proposal presented. Passed.
- Discussion and Action on Audit Contract from Johnson Block- Motion by Ald. Abendroth & 2nd by Mayor Slate to send to council. Motion passed.
- Informational Item: Markesan Public Library Auditor – Johnson Block – No action.
- Discussion and Action on Library Employee Health Insurance- Nicole Overbeck presented information on the requirements of the employer for Health Insurance & WRS with the new insurance provider. No action at this time.

Old Business- None.

Adjournment- Motion by Ald. Triemstra & 2nd by Mayor Slate to adjourn at 7:21 pm. Passed.

Respectfully submitted;
Ald. Abendroth

Director's Report – November 2019

Activities: Our popular programs this month included the crafting classes with Nancy, the Spooktacular, Family Game Night, and the Movie Showing. The movie night had another good showing of 1 adult and 8 children. Spooktacular had 9 adults, 16 kids, & 9 teen volunteers. Family Game Night had 6 adults and 11 kids, with some people not counted who just enjoyed snacks. Crafting classes w/Nancy continue to be very popular with a full class each time of 14 adults. Storytime continues with 1 to 2 adults and 4 to 6 kids. Other programs struggled to get good attendance. Advance Care Planning had 2. National Novel Writing Kickoff & the 101 class had 1 adult but the display with writing prompts generated interest and those books have been checking out. We did cancel the Brain Health Workshop as we only had one sign up. Upcoming events in November include Black & White Photography Class with Harlan Barkley and Homespun Holidays. For December we will do a Forest of Trees passive activity where patrons and community organizations decorate tree cutouts/colorsheets. We will display these cutouts on our art wall as they come in. On Jan 2nd we will draw one tree for a prize. Other activities include a Christmas Card Class on Mon. Dec. 2 at 1pm & 6pm. Storytime with Santa Claus will take place on Thursday Dec. 5 at 4:30pm. Nancy Craft Classes Wed. Dec. 4 & Dec. 11 at 6pm. DIY Craft Glowing Globes week of Dec. 23 until supplies run out. DIY craft party poppers week of Dec. 30 until supplies run out.

Meetings: I attended the LAC meeting, the Chamber meeting, the All-Wals meeting. At the LAC we welcomed the new Princeton librarian Laura Rose; a census representative gave brief presentation about the upcoming 2020 census; we wrapped up loose ends on the county wide reads event; and we discussed county funding. County funding has passed this year so we should get \$63,824. I did attend the Vines & Rushes fundraising event. Turnout was so-so but it did raise some money and did get the librarians together. At the Chamber we discussed Homespun Holidays. We also discussed ways get more chamber members and plans for the upcoming annual meeting. The current President and Vice President slot needs to be filled. The All-Wals meeting is a system meeting where directors discuss about and are updated on our shared catalog, databases, technology, etc. There will no longer be any printed overdue/lost notices generated by the Winnefox system. Instead Winnefox is using an outside service called Unique Management Services to generate those notices. Markesan will be billed like they were for System notices for the postage of these notices. We discussed the shortloan policy and whether or not to make the current holds to no copies threshold higher to flag an item to become shortloan. There is an issue with e-books from MacMillan publisher. MacMillan wants to make it so that libraries cannot purchase their newly released e-books until three months after release date. Winnefox plans to boycott MacMillan e-materials in protest for the time being.

Ongoing Education: I attended the technology days workshop in Wausau. The most useful tips from the workshop was the technology gap that exists with 25% of US homes not having internet at home or adequate internet speeds. There is a gap along economic lines and age lines. The differences in how different generations relate to technology was discussed as was how that should affect the way you teach technology to these different groups. There was another

Markesan Public Library - Board of Trustees
Draft Minutes November 21, 2019

- I. Call to order: The meeting was called to order at 4:25 p.m by Vice President Rachel Nitz. Trustees present: Beth Kazda, Mike Hansen, Vicki Bernhagen, Rachel Nitz, Nancy Kirst, Cindy Boelter; Director Nicole Overbeck. Absent: Jill Worden
- II. Approval of Minutes: **Bernhagen/Hansen moved to approve the October 17 minutes. Motion carried.**
- III. Input from Public: None. Sue Anderson's interest in being on the library board and working on the Mission Statement was discussed. Anderson was absent. Overbeck will check if she is still interested in working on the Mission Statement or forming a Friends group.
- IV. Financial Reports: Current payments were discussed. Kazda presented saving account report. Overbeck to check if Oshkosh Community Foundation figures are current. Board discussed the WALs fees and whether to pay fees as normal, in advance, or wait until January due to former director retirement costs. Discussion of 2019 budget balance was moved into this discussion as both items are related to each other. **Kirst/Bernhagen moved to approve the bills as presented. Motion carried. Motion by Boelter/Bernhagen to pay up to \$9,558 from Birkholz fund to pay WALs fee and to balance 2019 budget by transferring that amount from the Horicon Bank library held savings to the Horicon bank library held checking. Motion carried.** The poor lighting in the children's room was also discussed as was LED replacement to save money over time. Overbeck presented estimates from Ness electric. Using capital outlay funds was also discussed and the need to wait for next year's budget to absorb these additional/unanticipated costs. **Motion by Nitz/Hansen to update the old section of the library with LED lightening under the January billing cycle and to use \$800 in capital outlay towards the bill. Motion carried.**
- V. President's Report: None.
- VI. Director's Report: Overbeck talked about upcoming events and past events. Overbeck discussed several workshops attended. Nitz suggested displaying a small Christmas tree with stars to represent items the library wishes to purchase that patrons could gift for the holidays. Rearrangement of the library was also discussed. Overbeck also let the board know that she will be on vacation Dec. 11-18th.
- VII. Old Business:
A: Disbursement of Library Held Savings Funds to Help Balance the 2019 Budget: Discussed in Financial Reports.
B. 2020 Library Budget: A two percent cost of living raise for staff was discussed as was a 3% raise for Val Glover as already accounted for in previous preliminary budget. County funding was also discussed. **Motion by Nitz/Hansen approve staff raises of 2% in 2020 and 3% for library clerk Val Glover in 2020 to account for longevity and added responsibilities. Motion carried.**
C. Patron Conduct Policy: Tabled.
- VIII. New Business:

A: Mission Statement: Tabled.

B: Library Calendar 2020: Overbeck noted that next year's Christmas Holiday lands on a Thursday and Friday. The question of should the library be closed that Saturday as well considering it is only open for 3 hours and many people will still be celebrating the holidays and traveling. **Motion by Nitz/Kirst to close the Library on Saturday, December 26th for 2020.**

Motion carried. Also discussed was that the library is only open for 2 hours on Good Friday and New Year's Eve. It was discussed if the library should be closed those days or open one extra hour to make the time span equal Saturday hours. **Motion by Nitz/ Kirst to close the Library on Good Friday and New Year's Eve for 2020. Motion carried.**

C: Library Audit was discussed. Overbeck mentioned that to include the library as part of the city audit would cost an estimated \$500-\$800. Kirst suggested that Horicon bank be approached first to see if they would volunteer to audit the library.

IX. Adjournment and next meeting – December 19, 2019

Respectfully Submitted, Nicole Overbeck, Library Director

December 3, 2019

TO: CLERK-TREASURER

FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

| | | |
|----------------------------|----|-----------|
| CITY CHECKS: 35635 - 35671 | \$ | 46,394.47 |
|----------------------------|----|-----------|

| | | |
|-----------------|----|-----------|
| DD #3261 - 3312 | \$ | 31,434.41 |
|-----------------|----|-----------|

| | | |
|------------------|----|-----------|
| EFT #0938 - 0952 | \$ | 39,127.62 |
|------------------|----|-----------|

| | | |
|-------|----|------------|
| TOTAL | \$ | 116,956.50 |
|-------|----|------------|

| | | |
|--------------------------------|----|-----------|
| UTILITY CHECKS: #12463 - 12480 | \$ | 40,006.10 |
|--------------------------------|----|-----------|

| | | |
|-----------|----|-----------|
| EFT #0430 | \$ | 16,370.50 |
|-----------|----|-----------|

| | | |
|-------|----|-----------|
| TOTAL | \$ | 56,376.60 |
|-------|----|-----------|

With the exception of:

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| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signed:

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| _____ |

Markesan Utilities Voucher List

November 5 through December 3, 2019

| Num | Date | Name | Memo | Original Amount |
|----------|------------|------------------------------------|---|-----------------|
| EFT-0430 | 12/01/2019 | UNITED STATES DEPT. OF AGRICULTURE | Loan Payment | -16,370.50 |
| | | | TOTAL EFT PAYMENTS | -16,370.50 |
| 12463 | 11/05/2019 | STAAB CONSTRUCTION CORP | WWTP PAY APP 15 UPGRADE | -21,063.25 |
| 12464 | 11/07/2019 | CENTURYLINK | Oct - Nov 2019 Phone & Internet | -173.37 |
| 12465 | 11/15/2019 | ALLIANT ENERGY/WP&L | Oct - Nov 2019 Electric Bill | -2,356.46 |
| 12466 | 11/15/2019 | DIGGERS HOTLINE, INC. | October 2019 Tickets | -172.80 |
| 12467 | 11/15/2019 | HEBERER, JEFFREY | Nov 2019 Cell Phone Reimb | -15.00 |
| 12468 | 11/15/2019 | LANDMARK SERVICES COOPERATIVE | Oct 2019 Fuel | -92.11 |
| 12469 | 11/15/2019 | MARTELLE WATER TREATMENT | Sodium | -99.60 |
| 12470 | 11/15/2019 | WE ENERGIES | Oct - Nov 2019 Gas Bills | -31.22 |
| 12471 | 11/19/2019 | MARKESAN-PETTY CASH | Postage | -14.49 |
| 12472 | 11/25/2019 | MARKESAN, CITY OF | Nov 2019 PR Reim | -12,296.46 |
| 12473 | 11/26/2019 | MARKESAN, CITY OF | Oct 2019 Expense Reimb | -1,200.50 |
| 12474 | 11/27/2019 | CORE & MAIN | Unipro USB Connector | -310.00 |
| 12475 | 11/27/2019 | GENERAL ENGINEERING CO., INC. | Phosphorus Upgrage | -315.00 |
| 12476 | 11/27/2019 | NORTH CENTRAL LABS, INC. | Supplies | -1,500.62 |
| 12477 | 11/27/2019 | USA BLUEBOOK | Supplies | -103.54 |
| 12478 | 12/03/2019 | CENTURYLINK | Nov - Dec 2019 Phone & Internet | -173.44 |
| 12479 | 12/03/2019 | U.S. CELLULAR | Nov - Dec 2019 Cell Phone | -48.24 |
| 12480 | 12/03/2019 | VILLAGE OF ASHWAUBENON | Quarterly Meeting / Northeast Water Association | -40.00 |
| | | | TOTAL CHECK PAYMENTS | -40,006.10 |
| | | | TOTAL PAYMENTS | -56,376.60 |

City of Markesan Voucher List

November 5 through December 3, 2019

| Num | Date | Name | Memo | Original Amount |
|----------|------------|-----------------------------------|----------------------|-----------------|
| EFT-0938 | 11/12/2019 | EMPOWER RETIREMENT (WDC) | 11/8/19 PR | -515.00 |
| EFT-0939 | 11/12/2019 | INTERNAL REVENUE SERVICE | 11/8/19 PR | -5,534.94 |
| EFT-0940 | 11/12/2019 | WISCONSIN DEPT. OF REVENUE | 11/8/19 PR | -1,053.38 |
| EFT-0941 | 11/15/2019 | EMPLOYEE BENEFITS CORPORATION | HRA WATRY | -950.63 |
| EFT-0942 | 11/18/2019 | EMPLOYEE BENEFITS CORPORATION | HRA PFLUM | -60.00 |
| EFT-0943 | 11/20/2019 | EMPLOYEE BENEFITS CORPORATION | HRA PFLUM | -3,700.00 |
| EFT-0944 | 11/26/2019 | INTERNAL REVENUE SERVICE | 11/22/19 PR | -5,228.90 |
| EFT-0945 | 11/26/2019 | WISCONSIN DEPT. OF REVENUE | 11/22/19 PR | -1,040.91 |
| EFT-0946 | 11/26/2019 | EMPOWER RETIREMENT (WDC) | 11/22/19 PR | -515.00 |
| EFT-0947 | 11/26/2019 | WRS (Wisconsin Retirement System) | Nov 2019 Retirement | -6,040.52 |
| EFT-0948 | 11/25/2019 | EMPLOYEE BENEFITS CORPORATION | HRA / Mclean | -30.00 |
| EFT-0949 | 12/01/2019 | DELTA DENTAL OF WISCONSIN | Dec 2019 Ins Premium | -429.30 |
| EFT-0950 | 12/01/2019 | UNITED HEALTHCARE | Dec 2019 Ins Premium | -13,925.57 |
| EFT-0951 | 12/01/2019 | EMPLOYEE BENEFITS CORPORATION | HRA FEES | -54.00 |
| EFT-0952 | 12/03/2019 | EMPLOYEE BENEFITS CORPORATION | HRA MCLEAN | -49.47 |
| | | | TOTAL EFT PAYMENTS | -39,127.62 |
| DD3261 | 11/08/2019 | Dykstra, Dennis P | Direct Deposit | -116.36 |
| DD3262 | 11/08/2019 | Fletcher-Dykstra, Donna | Direct Deposit | -280.74 |
| DD3263 | 11/08/2019 | Frank, Tina M | Direct Deposit | -193.01 |
| DD3264 | 11/08/2019 | Lohrey, DuWayne E | Direct Deposit | -116.36 |
| DD3265 | 11/08/2019 | Panten, Beth M | Direct Deposit | -70.19 |
| DD3266 | 11/08/2019 | Panten, James B | Direct Deposit | -175.47 |
| DD3267 | 11/08/2019 | Phippen, Henry | Direct Deposit | -403.57 |
| DD3268 | 11/08/2019 | Slate, Rich | Direct Deposit | -461.75 |
| DD3269 | 11/08/2019 | Amend, Elizabeth A | Direct Deposit | -916.26 |
| DD3270 | 11/08/2019 | Butner, Bonny | Direct Deposit | -68.32 |
| DD3271 | 11/08/2019 | Chaon, Janice E | Direct Deposit | -78.95 |
| DD3272 | 11/08/2019 | Chisnell, Gerald | Direct Deposit | -277.05 |
| DD3273 | 11/08/2019 | Doro, Anthony | Direct Deposit | -1,387.56 |
| DD3274 | 11/08/2019 | Downs, Christopher JH | Direct Deposit | -109.31 |
| DD3275 | 11/08/2019 | French, Jessica M | Direct Deposit | -249.34 |
| DD3276 | 11/08/2019 | Glover, Valerie | Direct Deposit | -111.37 |
| DD3277 | 11/08/2019 | Hansen, Martin H | Direct Deposit | -1,255.94 |
| DD3278 | 11/08/2019 | Heberer, Jeffrey | Direct Deposit | -1,793.30 |
| DD3279 | 11/08/2019 | Heiling, Rachel | Direct Deposit | -584.86 |
| DD3280 | 11/08/2019 | Huhndorf, John E | Direct Deposit | -341.64 |
| DD3281 | 11/08/2019 | Krentz, Dorothea M | Direct Deposit | -942.85 |
| DD3282 | 11/08/2019 | McLean, Cody | Direct Deposit | -1,301.89 |
| DD3283 | 11/08/2019 | Meyer, Vanessa K | Direct Deposit | -203.17 |
| DD3284 | 11/08/2019 | Mosqueda, Yasmin | Direct Deposit | -42.95 |
| DD3285 | 11/08/2019 | Overbeck, Nicole M | Direct Deposit | -933.67 |
| DD3286 | 11/08/2019 | Pflum, William | Direct Deposit | -1,554.12 |
| DD3287 | 11/08/2019 | Stellmacher, Nancy | Direct Deposit | -377.09 |

City of Markesan Voucher List

November 5 through December 3, 2019

| | | | | |
|--------|------------|--------------------------------|---------------------------------------|-------------------|
| DD3288 | 11/08/2019 | Stoll, Brittany M | Direct Deposit | -87.74 |
| DD3289 | 11/08/2019 | Stuckart, Kurt A | Direct Deposit | -1,009.13 |
| DD3290 | 11/08/2019 | Watry, Philip | Direct Deposit | -1,265.14 |
| DD3291 | 11/08/2019 | Zelenko, Valentina | Direct Deposit | -61.45 |
| DD3292 | 11/22/2019 | Amend, Elizabeth A | Direct Deposit | -912.85 |
| DD3293 | 11/22/2019 | Butner, Bonny | Direct Deposit | -54.99 |
| DD3294 | 11/22/2019 | Chaon, Janice E | Direct Deposit | -81.16 |
| DD3295 | 11/22/2019 | Chisnell, Gerald | Direct Deposit | -277.05 |
| DD3296 | 11/22/2019 | Doro, Anthony | Direct Deposit | -1,387.56 |
| DD3297 | 11/22/2019 | French, Jessica M | Direct Deposit | -277.05 |
| DD3298 | 11/22/2019 | Glover, Valerie | Direct Deposit | -143.86 |
| DD3299 | 11/22/2019 | Hansen, Martin H | Direct Deposit | -1,255.95 |
| DD3300 | 11/22/2019 | Heberer, Jeffrey | Direct Deposit | -1,249.22 |
| DD3301 | 11/22/2019 | Heiling, Rachel | Direct Deposit | -584.85 |
| DD3302 | 11/22/2019 | Huhndorf, John E | Direct Deposit | -315.13 |
| DD3303 | 11/22/2019 | Krentz, Dorothea M | Direct Deposit | -942.84 |
| DD3304 | 11/22/2019 | McLean, Cody | Direct Deposit | -1,650.60 |
| DD3305 | 11/22/2019 | Meyer, Vanessa K | Direct Deposit | -129.29 |
| DD3306 | 11/22/2019 | Mosqueda, Yasmin | Direct Deposit | -39.37 |
| DD3307 | 11/22/2019 | Overbeck, Nicole M | Direct Deposit | -959.00 |
| DD3308 | 11/22/2019 | Pflum, William | Direct Deposit | -1,554.12 |
| DD3309 | 11/22/2019 | Stellmacher, Nancy | Direct Deposit | -508.94 |
| DD3310 | 11/22/2019 | Stoll, Brittany M | Direct Deposit | -87.73 |
| DD3311 | 11/22/2019 | Stuckart, Kurt A | Direct Deposit | -994.53 |
| DD3312 | 11/22/2019 | Watry, Philip | Direct Deposit | -1,257.77 |
| | | | TOTAL DIRECT DEPOSITS | -31,434.41 |
| 35635 | 11/07/2019 | GOTTLIEB, BRIAN | REFUND BLD PERMIT FEE | -100.00 |
| 35636 | 11/08/2019 | ADVANCED DISPOSAL | Nov. 2019 Trash & Recycling | -7,214.40 |
| 35637 | 11/08/2019 | SECURIAN FINANCIAL GROUP, INC. | Dec 2019 Life Ins Premium | -123.42 |
| 35638 | 11/08/2019 | SHELL FLEET | Oct 2019 Fuel | -635.90 |
| 35639 | 11/11/2019 | GREEN LAKE COUNTY CLERK | 2019 Dog Licenses | -53.50 |
| 35640 | 11/15/2019 | AIRGAS USA, LLC | Cylinder Rental | -31.24 |
| 35641 | 11/15/2019 | ALLIANT ENERGY/WP&L | Oct - Nov 2019 Electric Bills | -3,163.80 |
| 35642 | 11/15/2019 | ARAMARK | Oct 2019 Rug Cleaning | -150.00 |
| 35643 | 11/15/2019 | COMMAND CENTRAL | 2020 Renewal / Battery Change Out | -1,180.00 |
| 35644 | 11/15/2019 | EMC INSURANCE | Property & Liability / Workers Comp | -3,696.71 |
| 35645 | 11/15/2019 | KRENTZ, DOROTHEA | Nov 2019 Cell Phone Reimb | -15.00 |
| 35646 | 11/15/2019 | LANDMARK SERVICES COOPERATIVE | Oct 2019 Fuel | -802.64 |
| 35647 | 11/15/2019 | MCLEAN CODY | Nov 2019 Cell Phone / Pizza & Mileage | -144.62 |
| 35648 | 11/15/2019 | MODERN RENTALS, INC. | Supplies | -452.50 |
| 35649 | 11/15/2019 | PFLUM, WILLIAM A. | Nov 2019 Cell Phone Reimb | -15.00 |
| 35650 | 11/15/2019 | ROBERT J. NENAHLO | Assist with 2018 audit / Update books | -5,150.00 |
| 35651 | 11/15/2019 | STUCKART, KURT | Nov 2019 Cell Phone Reimb | -15.00 |
| 35652 | 11/15/2019 | SUPERHEAT | Annual HVAC Maintenance | -2,225.00 |
| 35653 | 11/15/2019 | WATRY PHILIP | Nov 2019 Cell Phone Reimb. | -15.00 |
| 35654 | 11/15/2019 | WE ENERGIES | Oct - Nov 2019 Gas Bills | -833.37 |

City of Markesan
Voucher List

November 5 through December 3, 2019

| | | | | |
|-------|------------|--------------------------------|---|-------------|
| 35655 | 11/19/2019 | ERGO BANK OF MARKESAN | WRS Loan - Payment #19 | -320.64 |
| 35656 | 11/19/2019 | VERIZON WIRELESS | Nov - Dec 2019 Cell Phone | -97.44 |
| 35657 | 11/19/2019 | SOUTHERN G. LAKE CO. AMBULANCE | Ambulance portion 2019 shared revenue | -6,043.68 |
| 35658 | 11/19/2019 | MARKESAN, CITY OF-PETTY CASH | Postage | -6.85 |
| 35659 | 11/20/2019 | ERGO BANK OF MARKESAN | Half sales of cemetery plots 2019 | -145.00 |
| 35660 | 11/26/2019 | PRE-EMPLOYMENT FUND | November 2019 Pre Employment / Stuckart | -76.92 |
| 35661 | 12/03/2019 | BERLIN JOURNAL NEWSPAPERS | Income Survey / Council / Election | -616.75 |
| 35662 | 12/03/2019 | COMPLETE OFFICE OF WISCONSIN | Supplies | -550.86 |
| 35663 | 12/03/2019 | GENERAL ENGINEERING CO., INC. | Building Inspection / Engineering Service | -1,220.45 |
| 35664 | 12/03/2019 | GREEN LAKE COUNTY TREASURER | Chip Oil | -8,255.66 |
| 35665 | 12/03/2019 | H. TREDER & SONS | Patch on Police Garage | -150.00 |
| 35666 | 12/03/2019 | JOHNSON BLOCK AND COMPANY | Advise on 2020 Budget | -375.00 |
| 35667 | 12/03/2019 | JOHNSTONE SUPPLY | Supply | -61.21 |
| 35668 | 12/03/2019 | SHRED-IT USA | Shredding Service | -70.88 |
| 35669 | 12/03/2019 | SONDALLE LAW OFFICE | Nov 2019 Legal Services | -143.75 |
| 35670 | 12/03/2019 | WELLS FARGO REMITTANCE CENTER | Safety Sign / Election Training / Misc | -2,141.03 |
| 35671 | 12/03/2019 | ZARNOTH BRUSH WORKS, INC. | Shear Pin | -101.25 |
| | | | TOTAL CHECK PAYMENTS | -46,394.47 |
| | | | TOTAL PAYMENTS | -116,956.50 |

City of Markesan
Treasurer's Report Budget vs. Actual
January through November 2019

| | Jan - Nov 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4100000 · Taxes | | | | |
| 411000 · City Taxes & Overrun | 673,942.25 | 673,942.00 | 0.25 | 100.0% |
| 4112000 · TIF Increment | 0.00 | 65,000.00 | -65,000.00 | 0.0% |
| 4114000 · Mobile Home Taxes | 2,817.29 | 3,500.00 | -682.71 | 80.5% |
| 4132000 · PILOT's | 14,453.38 | 66,000.00 | -51,546.62 | 21.9% |
| 4180000 · Interest on Taxes | | | | |
| 4180100 · Interest on Delq PP Taxes/Util | 16.87 | | | |
| 4180150 · INTEREST ON SPECIAL CHARGES | 12.20 | | | |
| 4180000 · Interest on Taxes - Other | 1,609.93 | 1,000.00 | 609.93 | 161.0% |
| Total 4180000 · Interest on Taxes | 1,639.00 | 1,000.00 | 639.00 | 163.9% |
| 4190000 · State Personal Prop Aid | 5,902.15 | | | |
| 4195000 · State TID Personal Prop Aid | 565.02 | | | |
| Total 4100000 · Taxes | 699,319.09 | 809,442.00 | -110,122.91 | 86.4% |
| 4200000 · Special Assessments | 3,694.35 | | | |
| 4300000 · Intergovernmental Revenues | | | | |
| 4341000 · Shared Revenue | 421,218.74 | 416,716.00 | 4,502.74 | 101.1% |
| 4342000 · Fire Dues | 3,330.82 | 3,300.00 | 30.82 | 100.9% |
| 4343000 · Exempt Comp Aid | 3,888.16 | 3,500.00 | 388.16 | 111.1% |
| 4344000 · Lottery Credit- Mobil Home | -715.04 | | | |
| 4345000 · Lottery Credit | 24,249.48 | | | |
| 4352100 · Police Training | 640.00 | | | |
| 4353001 · Lead Serv Lines-DNR Grant | 57,342.82 | | | |
| 4353100 · Transportation Aids | 70,928.75 | 70,928.75 | 0.00 | 100.0% |
| 4354500 · Recycling Grant | 5,872.22 | 6,000.00 | -127.78 | 97.9% |
| 4379100 · EMS (Ambulance) Reimb | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Total 4300000 · Intergovernmental Revenues | 586,755.95 | 505,444.75 | 81,311.20 | 116.1% |
| 4400000 · Licenses & Permits | | | | |
| 4410100 · Alcohol Licenses | 3,130.00 | 2,300.00 | 830.00 | 136.1% |
| 4410200 · Operator's Licenses | 1,175.00 | 1,200.00 | -25.00 | 97.9% |
| 4410300 · Soda Water Licenses | 90.00 | 100.00 | -10.00 | 90.0% |
| 4410400 · Cigarette Licenses | 300.00 | 300.00 | 0.00 | 100.0% |
| 4410500 · Other Business Lic. | 292.00 | 150.00 | 142.00 | 194.7% |
| 4410900 · Cable Franchise Fees | 1,200.00 | 1,200.00 | 0.00 | 100.0% |
| 4420000 · Dog Licenses (City) | 746.85 | 700.00 | 46.85 | 106.7% |
| 4430000 · Building Permits | 3,873.75 | 1,000.00 | 2,873.75 | 387.4% |
| 4440000 · Land Use Permits | 1,000.00 | 250.00 | 750.00 | 400.0% |
| Total 4400000 · Licenses & Permits | 11,807.60 | 7,200.00 | 4,607.60 | 164.0% |
| 4500000 · Fines, Forfeits & Penalties | | | | |
| 4510000 · Ordinance Violations | 13,228.16 | 8,250.00 | 4,978.16 | 160.3% |
| 4510100 · Parking Violations | 320.00 | 500.00 | -180.00 | 64.0% |
| Total 4500000 · Fines, Forfeits & Penalties | 13,548.16 | 8,750.00 | 4,798.16 | 154.8% |
| 4600000 · Public Charges for Services | | | | |
| 4610000 · Clerk-Treas Fees | 1,473.17 | 1,500.00 | -26.83 | 98.2% |
| 4610100 · Publication Fees | 394.80 | 400.00 | -5.20 | 98.7% |
| 4610200 · Garbage/Recycle Cart | 277.46 | | | |
| 4621000 · Police Dept Fees | 285.00 | 250.00 | 35.00 | 114.0% |
| 4632200 · Snow Removal Fees | 2,903.17 | 200.00 | 2,703.17 | 1,451.6% |
| 4643500 · Recycle Fees | 2,544.84 | 2,000.00 | 544.84 | 127.2% |
| 4644000 · Weed Control Charges | 2,215.64 | 500.00 | 1,715.64 | 443.1% |
| 4654000 · Cemetery Sales | 145.00 | 1,000.00 | -855.00 | 14.5% |
| 4672000 · Park Shelter Use | 1,570.00 | 1,000.00 | 570.00 | 157.0% |
| 4674300 · Comm Ctr Use | 495.00 | 400.00 | 95.00 | 123.8% |
| Total 4600000 · Public Charges for Services | 12,304.08 | 7,250.00 | 5,054.08 | 169.7% |
| 4700000 · Intergov't Charges for Services | | | | |
| 4732100 · School Liason | 46,043.60 | 56,192.00 | -10,148.40 | 81.9% |
| 4734100 · Recycle Ctr-Towns | 9,508.14 | | | |
| 4739100 · Crossing Guard Reimb | 6,289.33 | 5,800.00 | 489.33 | 108.4% |

City of Markesan
Treasurer's Report Budget vs. Actual
 January through November 2019

| | Jan - Nov 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| Total 4700000 · Intergov't Charges for Services | 61,841.07 | 61,992.00 | -150.93 | 99.8% |
| 4800000 · Miscellaneous Revenue | | | | |
| 4811000 · Interest-City Investments | 1,058.63 | 1,000.00 | 58.63 | 105.9% |
| 4820000 · Rent-Muni Bldg | 2,750.00 | 3,000.00 | -250.00 | 91.7% |
| 4820100 · Rent-Land | 1,181.25 | 2,362.00 | -1,180.75 | 50.0% |
| 4820200 · Rent-Cell Tower | 9,816.29 | 10,300.00 | -483.71 | 95.3% |
| 4830900 · Sale of City Prop | 851.00 | | | |
| 4840900 · Ins Dividends | 2,626.00 | 2,500.00 | 126.00 | 105.0% |
| 4850000 · Donations | 6,903.75 | 4,100.00 | 2,803.75 | 168.4% |
| 4850100 · Police Donations | 125.00 | | | |
| 4890000 · Exp Reimb-All Types | 3,489.48 | 2,500.00 | 989.48 | 139.6% |
| 4800000 · Miscellaneous Revenue - Other | 89.99 | | | |
| Total 4800000 · Miscellaneous Revenue | 28,891.39 | 25,762.00 | 3,129.39 | 112.1% |
| 4900000 · Other Financing Sources | | | | |
| 4910000 · Loan Proceeds | 25,932.00 | | | |
| Total 4900000 · Other Financing Sources | 25,932.00 | | | |
| Total Income | 1,444,093.69 | 1,425,840.75 | 18,252.94 | 101.3% |
| Gross Profit | 1,444,093.69 | 1,425,840.75 | 18,252.94 | 101.3% |
| Expense | | | | |
| 5100000 · General Government | | | | |
| 5100100 · W&S Expense Reimb | 3,641.56 | | | |
| 5100111 · Accts Rec - W&S Wages | 90.12 | | | |
| 5100112 · Accts Rec - W&S WRS | -534.07 | | | |
| 5100114 · Accts Rec - W&S Insurance | -62.21 | | | |
| 5100200 · Library Expense Reimb | -1,440.30 | | | |
| 5110000 · Legislative | | | | |
| 5110111 · Council | 0.00 | 11,000.00 | -11,000.00 | 0.0% |
| 5110211 · Mayor | 5,525.00 | 8,000.00 | -2,475.00 | 69.1% |
| 5111011 · Committees | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 5110000 · Legislative | 5,525.00 | 19,500.00 | -13,975.00 | 28.3% |
| 5130000 · Legal | | | | |
| 5130021 · City Atty-General | 1,643.75 | 4,000.00 | -2,356.25 | 41.1% |
| 5130121 · City Atty-Prosecution | 937.50 | 3,000.00 | -2,062.50 | 31.3% |
| 5130221 · Legal Fees-Special | 35.00 | | | |
| 5131021 · Muni Code Updates | 705.00 | 1,500.00 | -795.00 | 47.0% |
| Total 5130000 · Legal | 3,321.25 | 8,500.00 | -5,178.75 | 39.1% |
| 5140000 · General Administration | | | | |
| 5141011 · Legislative Support-Wages | 5,543.14 | 11,500.00 | -5,956.86 | 48.2% |
| 5141032 · Legislative Support-Publication | 3,923.52 | | | |
| 5142011 · General Admin-Wages | 20,144.34 | 33,400.00 | -13,255.66 | 60.3% |
| 5142021 · General Admin-Outside Services | 712.25 | | | |
| 5142025 · General Admin-Training/Dues | 1,031.94 | | | |
| 5142031 · General Admin-Office Supplies | 4,032.85 | | | |
| 5142033 · General Admin-Mileage | 302.18 | | | |
| 5143011 · Elections-Wages | 1,663.76 | 5,660.61 | -3,996.85 | 29.4% |
| 5143032 · Elections-Publication | 115.13 | | | |
| 5143034 · Elections-Supplies | 1,763.97 | | | |
| 5144011 · Licensing & Permits-Wages | 1,749.98 | 2,000.00 | -250.02 | 87.5% |
| 5144032 · Licensing & Permits-Publication | 201.50 | | | |
| Total 5140000 · General Administration | 41,184.56 | 52,560.61 | -11,376.05 | 78.4% |
| 5150000 · Financial Administration | | | | |
| 5150011 · General Accounting-Wages | 16,108.17 | 20,000.00 | -3,891.83 | 80.5% |
| 5150021 · General Accounting-Outside Serv | 2,950.00 | | | |
| 5150521 · Independent Audit | 10,072.00 | 7,000.00 | 3,072.00 | 143.9% |
| 5151113 · Medicare (default) | 6,094.08 | 5,170.00 | 924.08 | 117.9% |
| 5151213 · Social Security | 20,660.69 | 22,105.00 | -1,444.31 | 93.5% |
| 5151314 · Health Insurance | 106,040.32 | 105,516.72 | 523.60 | 100.5% |
| 5151315 · HRA-Health Reimbursement | 12,601.72 | | | |
| 5151414 · Life Insurance | 587.11 | 615.00 | -27.89 | 95.5% |
| 5151611 · Paid Time Off (PTO)-Wages | 51,767.74 | | | |

City of Markesan
Treasurer's Report Budget vs. Actual
January through November 2019

| | Jan - Nov 19 | Budget | \$ Over Budget | % of Budget |
|--|--------------|------------|----------------|-------------|
| 5152012 · Wisconsin Retirement System | 30,455.18 | 31,405.00 | -949.82 | 97.0% |
| 5155011 · Property Assessment-Wages | 0.00 | 7,150.00 | -7,150.00 | 0.0% |
| 5155021 · Prop. Assmnt.-Outside Services | 4,600.07 | | | |
| 5155111 · Prop Tax Collection-Wages | 1,349.65 | 2,550.00 | -1,200.35 | 52.9% |
| 5155121 · Prop Tax Collection-Outside Ser | 726.15 | | | |
| 5156005 · Prop & Liability Ins | 15,427.46 | 17,000.00 | -1,572.54 | 90.7% |
| 5156100 · Workers Comp - Calculated | 144.20 | | | |
| 5156105 · Workers Comp | 11,555.53 | 11,480.00 | 75.53 | 100.7% |
| 5156205 · Employee Bonds | 375.00 | 850.00 | -475.00 | 44.1% |
| Total 5150000 · Financial Administration | 291,515.07 | 230,841.72 | 60,673.35 | 126.3% |
| 5160000 · Municipal Building | | | | |
| 5160011 · Municipal Building-Wages | 6,144.21 | | | |
| 5160021 · Municipal Building-Outside Serv | 2,701.25 | | | |
| 5160022 · Municipal Building-Utilities | 21,083.21 | | | |
| 5160023 · Municipal Building-Repairs&Supp | 6,003.26 | | | |
| 5160000 · Municipal Building - Other | 0.00 | 44,000.00 | -44,000.00 | 0.0% |
| Total 5160000 · Municipal Building | 35,931.93 | 44,000.00 | -8,068.07 | 81.7% |
| Total 5100000 · General Government | 379,172.91 | 355,402.33 | 23,770.58 | 106.7% |
| 5150520 · Bank Service Charges | 222.24 | | | |
| 5200000 · Public Safety | | | | |
| 5210000 · Law Enforcement | | | | |
| 5210001 · Police Administration | | | | |
| 5210011 · Police Admin-Wages | 58,932.69 | 156,000.00 | -97,067.31 | 37.8% |
| 5210019 · Police Admin-Uniforms | 1,269.27 | 1,300.00 | -30.73 | 97.6% |
| 5210021 · Police Admin-Outside Services | 2,144.09 | 5,000.00 | -2,855.91 | 42.9% |
| 5210022 · Police Admin-Utilities | 3,494.20 | 600.00 | 2,894.20 | 582.4% |
| 5210034 · Police Admin-Supplies | 2,206.80 | 15,000.00 | -12,793.20 | 14.7% |
| 5210035 · Police Admin - Donations | 1,095.48 | | | |
| 5210001 · Police Administration - Other | 65.00 | | | |
| Total 5210001 · Police Administration | 69,207.53 | 177,900.00 | -108,692.47 | 38.9% |
| 5212000 · Police Patrol | | | | |
| 5212011 · Police Patrol-Wages | | | | |
| 5211011 · Police Training-Wages | 488.87 | | | |
| 5212011 · Police Patrol-Wages - Other | 120,534.41 | 66,500.00 | 54,034.41 | 181.3% |
| Total 5212011 · Police Patrol-Wages | 121,023.28 | 66,500.00 | 54,523.28 | 182.0% |
| 5212021 · Police Patrol-Outside Services | 1,114.00 | | | |
| 5212022 · Police Patrol-Utilities | 527.46 | 270.00 | 257.46 | 195.4% |
| 5212023 · Police Patrol-Repairs/Supplies | 9,100.94 | 6,000.00 | 3,100.94 | 151.7% |
| 5212033 · Police Patrol-Fuel/Miles | 5,531.84 | | | |
| Total 5212000 · Police Patrol | 137,297.52 | 72,770.00 | 64,527.52 | 188.7% |
| 5213021 · Police Criminal Inv-Suppl/Serv | 471.50 | 1,500.00 | -1,028.50 | 31.4% |
| 5214025 · Police Training | 4,235.97 | 4,000.00 | 235.97 | 105.9% |
| Total 5210000 · Law Enforcement | 211,212.52 | 256,170.00 | -44,957.48 | 82.5% |
| 5219000 · School Crossing Guard | 10,116.70 | 11,000.00 | -883.30 | 92.0% |
| 5220000 · Fire Protection | | | | |
| 5220021 · Fire Dept-Annual Budget | 24,580.82 | | | |
| 5220034 · Fire Dept-Incident Charges | 921.14 | | | |
| 5220000 · Fire Protection - Other | 634.50 | 142,195.00 | -141,560.50 | 0.4% |
| Total 5220000 · Fire Protection | 26,136.46 | 142,195.00 | -116,058.54 | 18.4% |
| 5230021 · Ambulance Service | 32,293.68 | 31,250.00 | 1,043.68 | 103.3% |
| 5240021 · Building Inspection | 12,964.50 | 3,500.00 | 9,464.50 | 370.4% |
| 5290000 · Other Public Safety | | | | |
| 5290011 · Emergency Govt-Wages | 49.32 | | | |
| 5290022 · Emergency Govt-Utilities | 634.85 | | | |
| 5290023 · Emer Govt-Suppl., Equip & Repair | 2,512.96 | | | |
| 5290000 · Other Public Safety - Other | 0.00 | 8,645.00 | -8,645.00 | 0.0% |
| Total 5290000 · Other Public Safety | 3,197.13 | 8,645.00 | -5,447.87 | 37.0% |

City of Markesan
Treasurer's Report Budget vs. Actual
January through November 2019

| | Jan - Nov 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Total 5200000 · Public Safety | 295,920.99 | 452,760.00 | -156,839.01 | 65.4% |
| 5300000 · Public Works | | | | |
| 5310000 · Streets Administration | | | | |
| 5310005 · Streets Admin-CDL Testing | 129.00 | | | |
| 5310011 · Streets Admin-Wages | 2,763.08 | | | |
| 5310021 · Streets Admin-Outside Services | 4,510.56 | | | |
| 5310000 · Streets Administration - Other | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| Total 5310000 · Streets Administration | 7,402.64 | 12,000.00 | -4,597.36 | 61.7% |
| 5311000 · Public Works Shop | | | | |
| 5311011 · PW Shop-Wages | 1,737.67 | | | |
| 5311022 · PW Shop-Utilities | 5,108.32 | | | |
| 5311033 · PW Shop-Fuel | 346.39 | | | |
| 5311034 · PW Shop-Supplies/Tools | 7,121.94 | | | |
| 5311000 · Public Works Shop - Other | 0.00 | 11,750.00 | -11,750.00 | 0.0% |
| Total 5311000 · Public Works Shop | 14,314.32 | 11,750.00 | 2,564.32 | 121.8% |
| 5312000 · Public Works Mach & Equip | | | | |
| 5312011 · PW Mach & Equip-Wages | 10,794.14 | | | |
| 5312023 · PW Mach & Equip-Repair/Supplies | 9,410.37 | | | |
| 5312033 · PW Mach & Equip-Fuel | 2,338.08 | | | |
| 5312000 · Public Works Mach & Equip - Other | 0.00 | 35,500.00 | -35,500.00 | 0.0% |
| Total 5312000 · Public Works Mach & Equip | 22,542.59 | 35,500.00 | -12,957.41 | 63.5% |
| 5331000 · Road Maintenance | | | | |
| 5331011 · Road Maintenance-Wages | 1,811.62 | | | |
| 5331023 · Road Maintenance-Repair/Supply | 6,883.49 | | | |
| 5331033 · Road Maintenance-Fuel | 506.72 | | | |
| 5331000 · Road Maintenance - Other | 0.00 | 13,000.00 | -13,000.00 | 0.0% |
| Total 5331000 · Road Maintenance | 9,201.83 | 13,000.00 | -3,798.17 | 70.8% |
| 5331100 · Curbs & Gutters | | | | |
| 5331111 · Curbs & Gutters-Wages | 217.30 | | | |
| 5331100 · Curbs & Gutters - Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 5331100 · Curbs & Gutters | 217.30 | 500.00 | -282.70 | 43.5% |
| 5331200 · Traffic Signs & Markings | | | | |
| 5331211 · Traffic Signs, Markings-Wages | 782.38 | | | |
| 5331223 · Traffic Sign & Mark-Repair/Supp | 1,056.28 | | | |
| 5331200 · Traffic Signs & Markings - Other | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 5331200 · Traffic Signs & Markings | 1,838.66 | 2,000.00 | -161.34 | 91.9% |
| 5331300 · Bridges & Culverts | 0.00 | 500.00 | -500.00 | 0.0% |
| 5331900 · Snow & Ice Control | | | | |
| 5331911 · Snow & Ice Control-Wages | 11,190.87 | | | |
| 5331933 · Snow & Ice Control-Fuel | 3,538.16 | | | |
| 5331934 · Snow & Ice Control-Supplies | 3,879.41 | | | |
| 5331900 · Snow & Ice Control - Other | 0.00 | 25,099.00 | -25,099.00 | 0.0% |
| Total 5331900 · Snow & Ice Control | 18,608.44 | 25,099.00 | -6,490.56 | 74.1% |
| 5342022 · Street Lighting | 27,121.17 | 29,000.00 | -1,878.83 | 93.5% |
| 5343100 · Sidewalks | | | | |
| 5343111 · Sidewalks-Wages | 512.12 | | | |
| 5343123 · Sidewalks-Repairs/Supplies | 553.93 | | | |
| 5343100 · Sidewalks - Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 5343100 · Sidewalks | 1,066.05 | 500.00 | 566.05 | 213.2% |
| 5344000 · Storm Sewers | | | | |
| 5344111 · Storm Sewers-Wages | 1,441.62 | | | |
| 5344123 · Storm Sewers-Repairs/Supplies | 277.03 | | | |
| 5344000 · Storm Sewers - Other | 0.00 | 1,750.00 | -1,750.00 | 0.0% |
| Total 5344000 · Storm Sewers | 1,718.65 | 1,750.00 | -31.35 | 98.2% |
| 5344100 · Street Cleaning | 1,382.31 | 1,800.00 | -417.69 | 76.8% |

City of Markesan
Treasurer's Report Budget vs. Actual
January through November 2019

| | Jan - Nov 19 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| 5345000 · Parking Lots | | | | |
| 5345011 · Parking Lots-Wages | 76.37 | | | |
| 5345000 · Parking Lots - Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 5345000 · Parking Lots | 76.37 | 500.00 | -423.63 | 15.3% |
| 5362000 · Sanitation/Trash | | | | |
| 5362011 · Sanitation/Trash-Wages | 6,183.11 | | | |
| 5362021 · Sanitation/Trash-Outside Serv. | 46,893.02 | | | |
| 5362000 · Sanitation/Trash - Other | 0.00 | 62,100.00 | -62,100.00 | 0.0% |
| Total 5362000 · Sanitation/Trash | 53,076.13 | 62,100.00 | -9,023.87 | 85.5% |
| 5363100 · Landfill Monitoring | 1,985.23 | 2,500.00 | -514.77 | 79.4% |
| 5363500 · Recycling Center | | | | |
| 5363511 · Recycling Center-Wages | 4,179.42 | | | |
| 5363523 · Recycling Center-Markesan | 375.25 | | | |
| 5363533 · Recycling Center-Fuel | 173.19 | | | |
| 5363500 · Recycling Center - Other | 57.58 | 4,500.00 | -4,442.42 | 1.3% |
| Total 5363500 · Recycling Center | 4,785.44 | 4,500.00 | 285.44 | 106.3% |
| 5363521 · Recycling-Curbside | 20,818.98 | 25,630.00 | -4,811.02 | 81.2% |
| 5363600 · Recycling Center-Mackford | 1,182.86 | 1,200.00 | -17.14 | 98.6% |
| 5363700 · Recycling Center-Manchester | 1,182.87 | 1,200.00 | -17.13 | 98.6% |
| 5363800 · Recycling Center-Green Lake | 1,932.86 | 2,500.00 | -567.14 | 77.3% |
| 5364000 · Weed Control | | | | |
| 5364011 · Weed Control-Wages | 383.58 | | | |
| 5364034 · Weed Control-Supplies | 319.35 | | | |
| 5364000 · Weed Control - Other | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 5364000 · Weed Control | 702.93 | 1,500.00 | -797.07 | 46.9% |
| Total 5300000 · Public Works | 191,157.63 | 235,029.00 | -43,871.37 | 81.3% |
| 5400000 · Health & Human Services | | | | |
| 5461000 · Senior Transport | 808.34 | | | |
| 5490000 · Cemetery | | | | |
| 5491011 · Cemetery-Wages | 8,023.80 | | | |
| 5491022 · Cemetery-Utilities | 224.48 | | | |
| 5491033 · Cemetery-Fuel | 289.55 | | | |
| 5491034 · Cemetery-Supplies | 194.88 | | | |
| 5490000 · Cemetery - Other | 0.00 | 7,300.00 | -7,300.00 | 0.0% |
| Total 5490000 · Cemetery | 8,732.71 | 7,300.00 | 1,432.71 | 119.6% |
| Total 5400000 · Health & Human Services | 9,541.05 | 7,300.00 | 2,241.05 | 130.7% |
| 5500000 · Culture, Rec & Educ | | | | |
| 5510000 · Library | | | | |
| 5511011 · Library-Wages | 1,576.25 | | | |
| 5511021 · Library-Annual Budget | 65,200.00 | | | |
| 5510000 · Library - Other | 0.00 | 65,200.00 | -65,200.00 | 0.0% |
| Total 5510000 · Library | 66,776.25 | 65,200.00 | 1,576.25 | 102.4% |
| 5520000 · Parks | | | | |
| 5520011 · Parks-Wages | 11,112.60 | | | |
| 5520022 · Parks-Utilities | 2,256.13 | | | |
| 5520023 · Parks-Repairs/Supplies | 5,323.69 | | | |
| 5520033 · Parks-Fuel | 476.93 | | | |
| 5520000 · Parks - Other | 0.00 | 11,000.00 | -11,000.00 | 0.0% |
| Total 5520000 · Parks | 19,169.35 | 11,000.00 | 8,169.35 | 174.3% |
| 5530000 · City Events/Banners | | | | |
| 5530011 · City Events/Banners-Wages | 1,916.93 | | | |
| 5530021 · City Events/Banner-Outside Srvc | 392.23 | | | |
| 5530034 · City Events/Banners-Supplies | 13.90 | | | |
| 5530000 · City Events/Banners - Other | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 5530000 · City Events/Banners | 2,323.06 | 3,000.00 | -676.94 | 77.4% |
| 5530100 · Summer Rec Program | 4,000.00 | 2,000.00 | 2,000.00 | 200.0% |

City of Markesan
Treasurer's Report Budget vs. Actual
 January through November 2019

| | Jan - Nov 19 | Budget | \$ Over Budget | % of Budget |
|--|--------------|--------------|----------------|-------------|
| 5531000 · Events Comm. (Special Events) | 2,252.85 | | | |
| Total 5500000 · Culture, Rec & Educ | 94,521.51 | 81,200.00 | 13,321.51 | 116.4% |
| 5600000 · Conservation & Development | | | | |
| 5670000 · Advertising & Promotion | 100.00 | 1,500.00 | -1,400.00 | 6.7% |
| 5671000 · Industrial Park Development | 250.10 | | | |
| 5671021 · TIF Fees | 1,170.00 | 300.00 | 870.00 | 390.0% |
| 5690000 · Zoning & Development | 612.50 | 250.00 | 362.50 | 245.0% |
| 5691000 · Mapping | 0.00 | 250.00 | -250.00 | 0.0% |
| Total 5600000 · Conservation & Development | 2,132.60 | 2,300.00 | -167.40 | 92.7% |
| 5900000 · Debt Service | | | | |
| 5911000 · 2009 Bond Issue | 193,990.00 | 193,990.00 | 0.00 | 100.0% |
| 5912000 · 2018 Bond Issue Princ. | | | | |
| 5912100 · 2018 Bond Issue Fees | 750.00 | | | |
| 5912000 · 2018 Bond Issue Princ. - Other | 0.00 | 39,375.00 | -39,375.00 | 0.0% |
| Total 5912000 · 2018 Bond Issue Princ. | 750.00 | 39,375.00 | -38,625.00 | 1.9% |
| 5916000 · Principal Long-Term Debt | 0.00 | 3,112.84 | -3,112.84 | 0.0% |
| 5918000 · Safety Equipment-Principal | 9,194.57 | 15,195.43 | -6,000.86 | 60.5% |
| 5925000 · Safety Equipment-Interest | 201.03 | 250.00 | -48.97 | 80.4% |
| 5926000 · Interest Long Term Debt | 747.51 | 479.55 | 267.96 | 155.9% |
| 5926250 · 2018A Bond Issue Interest | 39,375.00 | | | |
| 5927000 · Patrol Car Principal Loan | 2,364.56 | | | |
| 5927500 · Patrol Car Interest Loan | 522.90 | | | |
| Total 5900000 · Debt Service | 247,145.57 | 252,402.82 | -5,257.25 | 97.9% |
| 6000000 · Capital Outlay | | | | |
| 6571400 · Outlay - City Hall | 383.00 | 4,000.00 | -3,617.00 | 9.6% |
| 6571900 · Outlay - General Accounting | 2,347.00 | 2,347.00 | 0.00 | 100.0% |
| 6572200 · Outlay - Fire Department | 13,161.75 | 5,000.00 | 8,161.75 | 263.2% |
| 6573000 · Outlay - Police Patrol | 30,932.00 | 5,000.00 | 25,932.00 | 618.6% |
| 6573240 · Outlay - Machines & Equipment | 12,574.75 | 6,000.00 | 6,574.75 | 209.6% |
| 6573270 · Outlay - Garages & Sheds | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 6573310 · Outlay - Streets | 21,043.96 | 10,299.60 | 10,744.36 | 204.3% |
| 6573311 · Outlay - Streets Project 2017 | 1,720.75 | | | |
| 6576100 · Outlay - Library | 0.00 | 800.00 | -800.00 | 0.0% |
| 6576200 · Outlay - Parks | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 6000000 · Capital Outlay | 82,163.21 | 39,446.60 | 42,716.61 | 208.3% |
| Total Expense | 1,301,977.71 | 1,425,840.75 | -123,863.04 | 91.3% |
| Net Ordinary Income | 142,115.98 | 0.00 | 142,115.98 | 100.0% |
| Net Income | 142,115.98 | 0.00 | 142,115.98 | 100.0% |

2019 Year-End Employee Gifts

| Name | Gift Amount | Gross Wage | SS | MEDICARE | WRS |
|---------------------|-------------|------------|----------|----------|-----------|
| <u>Admin</u> | | | | | |
| Rachel Heiling | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 5.72601 |
| Betsy Amend | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 5.72601 |
| Jerry Chisnell | \$25.00 | 27.07 | 1.67834 | 0.392515 | |
| <u>Police</u> | | | | | |
| Tina Frank | \$15.00 | 16.25 | 1.0075 | 0.235625 | |
| Donna Dykstra | \$25.00 | 27.07 | 1.67834 | 0.392515 | |
| Henry Phippen | \$25.00 | 27.07 | 1.67834 | 0.392515 | |
| Wanda Engel | \$15.00 | 16.25 | 1.0075 | 0.235625 | |
| Beth Panten | \$15.00 | 16.25 | 1.0075 | 0.235625 | |
| James Panten | \$15.00 | 16.25 | 1.0075 | 0.235625 | |
| Jason Preuss | \$30.00 | 32.48 | 2.01376 | 0.47096 | |
| Cody McLean | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 9.371424 |
| Will Pflum | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 9.371424 |
| Kurt Stuckart | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 9.371424 |
| Phil Watry | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 9.371424 |
| Christopher Downs | \$30.00 | 32.48 | 2.01376 | 0.47096 | 3.481856 |
| <u>Public Works</u> | | | | | |
| Martin Hansen | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 5.72601 |
| Dors Krentz | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 5.72601 |
| John Hundorf | \$25.00 | 27.07 | 1.67834 | 0.392515 | |
| <u>Recycling</u> | | | | | |
| DuWayne Lohrey | \$25.00 | 27.07 | 1.67834 | 0.392515 | |
| Dennis Dykstra | \$25.00 | 27.07 | 1.67834 | 0.392515 | |
| <u>Water/Sewer</u> | | | | | |
| Tony Doro | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 5.72601 |
| Jeff Heberer | \$75.00 | 87.42 * | 5.42004 | 1.26759 | 5.72601 |
| Total | \$1,020.00 | \$1,166.58 | 72.32796 | 16.92 | 75.323612 |

TOTAL \$1,331.15

*WRS



EMC Insurance Companies
PO Box 327
Brookfield, WI 53008-0327
www.emcins.com

CITY OF MARKESAN
PO BOX 352
MARKESAN, WI 53946-0352
01/01/2020 to 01/01/2021
Prepared on 11/21/2019
Quote Valid Through 01/01/2020

Account Summary
Quote Account Number: X142167
Option 004
Prior Account Number: 4X24474

| | | | |
|---|-------------|-----------|------------------|
| Commercial Property (A-06) | | \$ | 13,282.00 |
| General Liability (Occurrence) (D-05) | | \$ | 2,830.00 |
| Linebacker - Claims Made (K-04) | | \$ | 2,069.00 |
| Law Enforcement Liability (G-05) | | \$ | 1,845.00 |
| CyberSolutions (Q-01) | | \$ | 186.00 |
| Data Compromise and Identity Recovery Premium | NO COVERAGE | | |
| Cyber Premium | 186.00 | | |
| Govt Crime/Fidelity ISO Package (F-02) | | \$ | 155.00 |
| Commercial Inland Marine (C-03) | | \$ | 868.00 |
| Business Auto (E-02) | | \$ | 6,321.00 |
| Workers Compensation (H-03) | | \$ | 12,291.00 |
| Commercial Umbrella (J-07) | | \$ | 1,134.00 |
| Total Account Premium Estimate | | \$ | 40,981.00 |

This proposal is offered through EMC Insurance Companies. EMC offers customizable insurance products to meet your unique needs and expert safety resources to help your business prevent claims. As your independent agent, we are here to offer you personalized service.

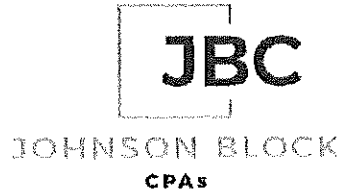
*The premium reflects the rates as of the date shown above and assumes the information provided is accurate.**

Please review the following pages for coverage details. To discuss the advantages of insuring your business with EMC, contact us at the number listed below or visit www.emcins.com.

Thank you,

Hub International Midwest Ltd
2124 Kohler Memorial Dr Ste 300
Sheboygan, WI 53081-3178
800-738-4152

**This proposal does not guarantee the policy will be accepted or that coverage will be provided in the company selected or at the premium quoted. Due to periodic rate changes, a change to the policy's effective date may result in a different premium.*



December 2, 2019

The City Council
City of Markesan
Markesan, WI 53946

We are pleased to confirm our understanding of the services we are to provide the City of Markesan for the years ended December 31, 2019, 2020, and 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Markesan as of and for the years ended December 31, 2019, 2020, and 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as the budgetary comparison schedules, to supplement the City of Markesan's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Markesan's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management Discussion and Analysis (if prepared)
- 2) Budgetary Comparison Schedules
- 3) Wisconsin Retirement System Schedules
- 4) Local Retiree Life Insurance Fund Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Markesan's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Operating Revenues and Expenses – Proprietary Funds
- 2) Statement of Changes in Non-lapsing Funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Markesan's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City of Markesan in conformity with U.S. generally accepted accounting principles and update depreciation schedules based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

In addition, we will compile, from information provided by you, the following:

- Annual financial report to the Department of Revenue
- Municipal Utility Annual Report to the Public Service Commission of Wisconsin

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block and Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal or state agencies or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block and Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to federal or state agencies or their designee. The federal or state agency or their designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

In addition to our audit of the financial statements we will compile, from information provided by your records, the annual financial report to the Department of Revenue, and the water Municipal Utility Annual Reports to the Public Service Commission of Wisconsin. It should be noted that a compilation is limited to presenting information that is the representation of management. Such information has not been audited or reviewed so we cannot express an opinion or any other form of assurance on the reports.

Our fee for these services will be as follows plus out-of-pocket costs (such as staff travel, mileage, and lodging):

| | 2019 | 2020 | 2021 |
|--|------------------|------------------|------------------|
| Audit | | | |
| General Fund | \$ 6,300 | \$ 6,500 | \$ 6,700 |
| TIF District #1 (annual activity) | 800 | 825 | 850 |
| Water & Wastewater Utility | 6,300 | 6,500 | 6,700 |
| Preparation of DOR Form C | 1,200 | 1,250 | 1,300 |
| Preparation of Utility PSC annual report | 1,200 | 1,250 | 1,300 |
| Total | <u>\$ 15,800</u> | <u>\$ 16,325</u> | <u>\$ 16,850</u> |

Please note that the fees quoted above now include additional time required for GASB Statement No. 75. This was billed separately for the 2018 audit.

For the year ended December 31, 2018, Johnson Block began maintaining the City's fixed asset depreciation schedule. The additional time required to perform these procedures has also been included in the table above.

The table above does not include any audit procedures on the library. We estimate our fees to include the library activity within the scope of our audit to be \$500-\$1,000. If the library activity is not included in the scope of our audit, we will continue to qualify our opinion on the audited financial statements as we did for the years ended December 31, 2016, 2017, and 2018.

The Department of Revenue requires submission of a TID Annual Report (PE-300) for the TIF District. We estimate our annual cost to compile and submit the PE-300 report to be \$600.

For the Municipal Financial Report - Form C required by the Wisconsin Department of Revenue for shared revenue and highway aid, wages, payroll taxes, and benefit expenditures are required to be allocated to all the different departments of the City (General Government, Public Safety, Public Works, Culture, Recreation, and Education, etc.). Additional time to proportionately allocate these expenditures to the appropriate expenditure functions of the City may be billed at our standard hourly rates.

If additional time is required during the term of the contract for the following, we will bill these services at our standard hourly rates:

1. Implementation of new GASB statements and auditing standards
2. Single Audit
3. Special Projects

We do not expect the City to be subject to a single audit. The amount of time spent on a Single Audit is dependent on the type of major programs to be tested.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Markesan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

JOHNSON BLOCK AND COMPANY, INC.

RESPONSE:

This letter correctly sets forth the understanding of the City of Markesan

By: _____

Title: _____

Date: _____

**INTERGOVERNMENTAL AGREEMENT FOR NORTH FOND DU LAC
TO PROVIDE MUNICIPAL COURT SERVICES
TO THE
CITIES OF FOND DU LAC AND RIPON, VILLAGES OF BRANDON, CAMPBELLSPORT, FAIRWATER
AND OAKFIELD AND THE TOWNS OF EMPIRE, OAKFIELD, OSCEOLA, RIPON AND TAYCHEEDAH
IN FOND DU LAC COUNTY
AND
THE CITY OF BERLIN IN GREEN LAKE AND WAUSHARA COUNTIES, THE CITIES OF GREEN LAKE,
MARKESAN AND PRINCETON IN GREEN LAKE COUNTY**

I. PREAMBLE

This Intergovernmental Agreement is entered into, pursuant to Section 66.0301 of the Wisconsin Statutes by the Cities of Berlin, Fond du Lac, Green Lake, Markesan, Princeton and Ripon, the Villages of Brandon, Campbellsport, Fairwater, North Fond du Lac and Oakfield and the Towns of Empire, Oakfield, Osceola, Ripon and Taycheedah (together, the “municipalities”) for the provision of Municipal Court services by the Village of North Fond du Lac to the Cities of Berlin, Fond du Lac, Green Lake, Markesan, Princeton, and Ripon, the Villages of Brandon, Campbellsport, Fairwater and Oakfield and the Towns of Empire, Oakfield, Osceola, Ripon and Taycheedah.

II. SERVICES TO BE PROVIDED FOR MUNICIPAL COURT BY NORTH FOND DU LAC

A. Operational Court Services

The Village of North Fond du Lac shall provide municipal court services as required by law and subject to the ordinances of the municipalities.

B. Personnel

The Village of North Fond du Lac shall employ sufficient staff to perform the municipal court services required by the Agreement and by Wisconsin State Statute.

C. Location and Equipment

The Village of North Fond du Lac shall provide sufficient court office space, as required pursuant to Section 755.09, Wis. Stats. and storage, as well as computers, up-to-date programs and software and other office equipment as deemed necessary to provide court services to member municipalities.

D. Cooperation

The Village of North Fond du Lac shall cooperate with the Court Executive Committee.

III. RESPONSIBILITIES OF MEMBER MUNICIPALITIES

- A.** Each member municipality shall provide to the court electronic data in a form compatible with the court computer software.
- B.** Each member municipality where court services are held shall provide armed court security for the times during which court is in session.
- C.** Member municipalities shall cooperate in the collection of forfeitures by the court. The collection of penalties and surcharges will be in accordance with the requirements of Section 757.05(1)(c), (2), Wis. Stats.

IV. FINANCES

- A. Each member municipality agrees that the Village of North Fond du Lac may retain court fees collected for each citation disposed of by the court as allowed by the State of Wisconsin to offset operating expenditures. No court fees shall be collected from member municipalities in cases where a forfeiture has been assessed against a defendant in which the court has been unable to collect said forfeiture.
- B. It is agreed that funds in excess of operating expenses will be retained by the Village of North Fond du Lac and that any expenditures exceeding expenses will be absorbed by the Village of North Fond du Lac. The budget of the municipal court shall be separate from or contained on a separate line from, the budget or line items of all other North Fond du Lac Departments as required under Section 755.01(1), Wis. Stats.
- C. All forfeitures collected by the court for member municipalities shall be remitted to the municipalities in accordance with state statute.
- D. The court agrees to vigorously attempt to collect all outstanding forfeitures utilizing statutorily permitted means available to the court.

V. LOCATIONS OF COURT SESSIONS

- A. Locations for court sessions shall be mutually agreed upon by the municipality and the court.

VI. COURT EXECUTIVE COMMITTEE

- A. The Lakeside Municipal Court Executive Committee shall be composed of one (1) representative from each member municipality. Each of these members may appoint, at their discretion, an alternate to serve in their place or absence. Members or alternates may not be employees of the municipality's police department.
- B. The membership shall elect from its members a chairperson to preside at its meetings and a vice-chair to act in the absence of the chair and shall designate a recording secretary. Terms shall be two years. Chair and vice-chair may serve two consecutive terms.
- C. The Court Executive Committee shall hold annual meetings at a place and time to be fixed by the committee for the purpose of reviewing functions of the court. Special meetings may be held whenever called by its Chair or, on written request of two (2) members of the municipalities. The clerks of the municipalities and the members of the Executive Committee shall be notified at least seven (7) days prior to any regular or special meetings. The Court Executive Committee shall keep a written record of its proceedings. Meeting records shall be kept in the Municipal Court office.
- D. A majority of the members of the Court Executive Committee at a meeting shall constitute a quorum for all purposes.
- E. In order for a motion to be adopted or for any recommendations to be made to the court or the Village of North Fond du Lac, a simple majority vote of all members of the committee at the meeting is required.
- F. The Court Executive Committee may adopt rules, policies, and/or by-laws as it deems necessary.

This Agreement shall commence January 1, 2020. Any party may, with 180 days written notice and at the end of the judge's term, provide notice of termination of its participation in this Agreement. Notice of termination must be in writing and delivered by personal service or by certified mail, return receipt requested, to the clerk of the other municipalities and to the court.

Adopted this__10th__day of __December__, 2019

City of Markesan, Mayor

Attest: _____
City of Markesan Clerk-Treasurer

ORDINANCE #253

AN ORDINANCE ESTABLISHING A MUNICIPAL COURT FOR THE CITIES OF FOND DU LAC AND RIPON, TOWNS OF EMPIRE, OAKFIELD, OSCEOLA, RIPON AND TAYCHEEDAH, THE VILLAGES OF BRANDON, CAMPBELLSPORT, FAIRWATER, NORTH FOND DU LAC AND OAKFIELD IN FOND DU LAC COUNTY AND THE CITY OF BERLIN IN GREEN LAKE AND WAUSHARA COUNTIES, THE CITIES OF GREEN LAKE, MARKESAN AND PRINCETON IN GREEN LAKE COUNTY

SECTION I

1) Municipal Court Created

Court Established: Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated Lakeside Municipal Court shall take effect and be in full force and effect from and after its passage by the municipalities that are party to the agreement and publication as required by law.

2) Municipal Judge

Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge who resides in one of the municipalities that is a party to the agreement forming this joint court.

Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond in the amount of \$1,000, or an appropriate insurance policy of not less than \$20,000 as prescribed in §66.0609(4), Wis. Stats. The judge shall not act until the oath and bond or appropriate insurance policy have been filed as required by §19.01(4)(c), Wis. Stats., and the requirements of §755.03(2), Wis. Stats., have been complied with.

Salary: The salary of the municipal judge shall be fixed by the Village Board of Village of North Fond du Lac which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or appropriate insurance policy and/or official oath, as required by §755.03, Wis. Stats., and filed pursuant to §19.01(4)(c), Wis. Stats.

3) Elections

Term: The municipal judge shall be elected at large in the spring election for a term of four years commencing on May 1. All candidates for the position of municipal judge shall be nominated by nomination papers as provided in §8.10, Wis. Stats., and selection at a primary election if such is held as provided in §8.11, Wis. Stats. The Fond du Lac County Clerk shall serve as filing officer for the candidates.

Electors: Electors in all municipalities that are parties to the agreement shall vote for judge.

4) Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after January 1, 2020, as provided in Article VII, §14 of the Wisconsin Constitution, §755.045 and §755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

Court authority to impose alternative juvenile dispositions and sanctions.

- (1) For a juvenile adjudged to have violated an ordinance, a court is authorized to impose any of the dispositions listed in §938.343 and §938.344, Wis. Stats., in accordance with the provisions of those statutes.
- (2) For a juvenile adjudged to have violated an ordinance who violates a condition of a dispositional order of the court under §938.343 or §938.344, Wis. Stats., the municipal court is authorized to impose any of the sanctions listed in §938.355(6)(d), Wis. Stats., in accordance with the provisions of those statutes.

5) Municipal Court

Hours: Lakeside Municipal Court shall be open as determined by order of the Municipal Judge.

Employees: The Judge shall, in writing, appoint such an Administrator, clerks, deputy clerks and assistants as are authorized by the Village Board of North Fond du Lac.

Location: The Municipal Judge shall keep his/her office at a location provided by the Board of Trustees of the Village of North Fond du Lac and shall hold court at locations agreed to by members of Lakeside Municipal Court. The Municipal Judge may issue, process and perform ministerial functions any place in the State of Wisconsin.

6) Collection of Forfeitures and Costs

Collection of Forfeitures and Costs: The Municipal Judge may impose punishment and sentences as provided by Wis. Stats. Chapters 800 and 938 and as provided in ordinances of the municipalities that are parties to the agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the Village of North Fond du Lac in accordance with State Statute. At such time, the Municipal Court shall report to the treasurer the title, nature of offense and total amount of judgments imposed in actions and proceedings in which such monies are collected.

7) Contempt of Court

Contempt of Court: The Municipal Judge, after affording an opportunity to the person accused to be heard in defense, may punish for contempt as provided in §800.12, Wis. Stats., and impose a forfeiture and/or a jail sentence in accordance with State Statute.

8) Stipulations and/or Deposits

Deposits for Ordinance Violations: The Municipal Judge shall establish and submit to the City Councils or Town or Village Boards of the member municipalities for approval in accordance with §800.037, Wis. Stats., a schedule of deposits for violations of each ordinance, resolutions and by-laws.

Deposits for Traffic and Boating Violations: The deposit schedule established by the Wisconsin Judicial Conference and the procedures set forth in Chapters 23 and 345, Wis. Stats., shall apply to stipulations and deposits for violations of traffic regulations enacted in accordance with §345.11, Wis. Stats., and boating regulations enacted in accordance with §30.77, Wis. Stats.

Stipulations and Deposits in Lieu of Court Appearance: Persons cited for violations of the member municipalities ordinances, resolutions or by-laws or violations of traffic or boating regulations for which a deposit has been established, shall be permitted to make a stipulation of no contest and a deposit in lieu of court appearance as provided in §800.035, Wis. Stats., §800.045, Wis. Stats., §800.09, Wis. Stats., unless personal appearance is required.

9) Abolition

The Municipal Court hereby established shall not be abolished while the §755.01(4), Wis. Stats., agreement is in effect.

SECTION II

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

This ordinance shall take effect January 1, 2020, and be in full force and effect from and after its passage by the municipalities that are party to the agreement and publication as required by law.

Passes, approved and adopted this 10th day of December, 2019.

ROLL CALL VOTE:

_____ AYES
_____ NAYS
_____ ABSENT

APPROVED AS TO FORM:

Attorney for City
Published: _____

CITY OF MARKESAN MAYOR:

BY: _____

ATTEST:

City Clerk-Treasurer

2020-21 POLLWORKER/INSPECTOR LIST

Terry Jahnke, Chief Inspector

Peggy Cotterill, Chief Inspector training

Jennifer Dirks, Chief Inspector training

Donna Fletcher-Dykstra, Chief Inspector training

Carmen Zacharias

Clyde Olsen

Jeanette Zacharias

Bev Dallman

Katharine Loudenslager

Sandy James

Shirley Parker

Jean Daye

Pat Prill

Rachel Heiling

Holley Krogulski

John Ropella

Application for Operator's License
to Serve Fermented Malt Beverages and Intoxicating Liquors

Date Rec'd 11/25/19
Recp# 22975
Date Apprv'd _____
Lic# _____

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) Carissa Laneice Stewart

Circle: Male / Female

OTHER NAMES (maiden or nicknames; if none, so state) _____

BIRTHDATE 11/25/19

DRIVERS LICENSE: _____

PHONE (best # to reach you) _____

ADDRESS 748 Lincoln St

Ripon

WI 54971

Street

Apt. No.

City

State

Zip

X New/Renewal (1-year) - \$20

X Provisional - \$15

List the name of the alcohol beverage premises that will employ you: Shell

ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY:

All questions on this application must be answered completely and accurately before it can be processed. Failure to do so could result in a delay or rejection of the application.

1. If application is a renewal (within past two years you've held a Class "A", "Class A", "Class C", Class "B", or "Class B" license/permit or a manager's or operator's license in the State of Wisconsin), where was previous license granted? City/Village/Town of Markesan
2. As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course?
YES X NO _____ If yes, where? Markesan Shell
(If this is a new application, proof of completion must be submitted with the application)
3. Do you understand your responsibilities as an alcohol beverage license holder? YES X NO _____
4. Have you as an adult (age 18 or over) ever been convicted of violating any law or ordinance regulating alcohol beverages (including underage consumption)? YES _____ NO X
5. Have you ever been convicted of any of the following: (a) Operating a vehicle while under the influence of alcohol or a controlled substance or with a prohibited alcohol concentration; (b) Operating a vehicle while under the age of 21 with a blood alcohol concentration of any level; (c) Having alcohol in your possession in a vehicle as a driver or passenger? YES _____ NO X
6. Have you ever been convicted of a felony? YES _____ NO X
7. Do you have any criminal charges presently pending against you? YES _____ NO X

****If you answered 'Yes' to any of the questions 4-7, please explain (use back or additional sheets).**

CERTIFICATION AND INFORMATION RELEASE

I hereby make application to the Common Council of the City of Markesan, Green Lake County, Wisconsin, for a License to serve Fermented Malt Beverages and Intoxicating Liquors in a place licensed by the City for the sale of alcohol beverages. I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of my operator's license. I further understand that falsification of any information shall be grounds for denial or revocation of this license. I am aware of the Federal, State, and Local laws, ordinances and regulations governing the sale of alcohol beverages and agree to abide by those laws and regulations. I understand that a background check based on my application will be done. I hereby authorize the release of any and all records requested by the City of Markesan in its review of my application.

SIGNATURE OF APPLICANT:

Carissa Stewart

Date 11/25/19

Carissa Stewart



SUBSCRIBED AND SWORN TO BEFORE ME

this 25th day of November, 2019

Rachel Heiling
(Clerk/Notary Public)

My commission expires 5/18/2021

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11-25-19